

EMBASSY OF THE UNITED STATES OF AMERICA
Bangui, Central African Republic

VACANCY ANNOUNCEMENT

NUMBER: APER 002/11

DATE: JUNE 28, 2011

<u>OPEN TO:</u>	ALL INTERESTED CANDIDATES
<u>POSITION:</u>	NEPA Clerk
<u>OPENING DATE:</u>	July 1, 2011
<u>CLOSING DATE:</u>	July 14, 2011
<u>WORK HOURS:</u>	Full-time; 40 hours/week
<u>POSITION GRADE:</u>	*Ordinarily Resident: CFA 3,846,309 p.a (starting Base salary) Position Grade: FSN-05

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Bangui is seeking an individual for position of NEPA Clerk in the General Services Office (GSO) Warehouse.

BASIC FUNCTION OF POSITION:

Under the direct supervision of the Warehouse Supervisor, incumbent performs data gathering and data input associated with the Embassy's computer based property records keeping system, and is responsible for the inventory and records maintenance of both expendable and non-expendable property.

A copy of the complete position description listing all duties and responsibilities is available for review in the Human Resources Office and at the Embassy's entrance.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. REQUIRED EDUCATION:

Completion of secondary school is required

2. REQUIRED WORK EXPERIENCE:

Two years of clerical experience, involving regular data entry.

3. REQUIRED LANGUAGES:

Level III English ability (good working knowledge) is required.

Level II French and Level II Sango are required.

4. REQUIRED JOB KNOWLEDGE:

This position has a regular demand for keyboard data entry with good speed and accuracy.

5. REQUIRED TECHNICAL KNOWLEDGE:

Standard keyboard and IT software skills. Must have demonstrated ability to use the Microsoft Office suite, specifically Microsoft Excel, Outlook and Word.

Accuracy in arithmetic. Must have demonstrated ability to work independently and without constant direct supervision. Ability to work under time pressure during inventory. Customer service skills to deal with American personnel during inventory process. Ability to operate supply handling equipment such as forklift.

Physical able to lift as some heavy lifting is required. Requires valid CAR drivers' license.

SELECTION PROCESS:

When qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertized positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personnel Services Agreements (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and maintain a security clearance.

TO APPLY:

Interested applications for this position must submit the following or the application will not be considered:

1. Application for employment as a locally employed staff or family member (DS-174) and
2. A current resume or curriculum vitae that provide the same information as a DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Management Officer
American Embassy Bangui
P.O. Box 924
Bangui, CAR
Attention: Warren Nixon

DEFINITIONS:

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
 - a) US citizen;
 - b) Spouse or dependent that is at least age 18;
 - c) Listed on the travel orders of a Foreign or Civil Service or informed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and
2. Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
3. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
4. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
5. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency based in the host country and has the required work and/ residency permits for employment in the country.
6. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
7. The U.S. Mission in CAR provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Warren Nixon
Management Officer